

FF Special Retirement Coverage

Standard Position Description (SPD)# F201

Certification of CSRS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed OPM general coverage certification letter dated 07/29/91.

Certification of FERS Secondary-Administrative (FF) coverage approval for the above SPD can be found in the signed DOI general coverage certification sheet dated 10/02/91.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
F201

2. Reason for Submission

☐ Redescription
☐ Reestablishment
☒ New
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
SES (Gen.) ☐ SES (CR)

11. Position Is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1—Non-Sensitive ☐ 3—Critical Sensitive
☐ 2—Noncritical Sensitive ☐ 4—Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	Range/Forestry Technician*	GS	455/462	05	JP	11/21/90
d. First Level Review						
e. Recommended by Supervisor or Initiating Office	Range/Forestry Technician*	GS	455/462	05	mlh	05-25-90

16. Organizational Title of Position (if different from official title)

Intelligence Officer

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE INTERIOR

c. Third Subdivision

a. First Subdivision

Bureau of Land Management

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

L. BARKOW Ch Fire & Aviation

Signature

Date

Signature

Date

(signed) L. BARKOW

JAN 18 199

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

GS-455/462

Typed Name and Title of Official Taking Action

JULIET D. POWELL

Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Juliet D. Powell

11/21/90

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

SUBJECT TO DRUG TESTING

*Interchangeable based upon primary vegetation of the unit.

25. Description of Major Duties and Responsibilities (See Attached)

Range/Forestry Technician, GS-455/462-5
Intelligence Officer
Position No. F201

INTRODUCTION

This position is located in a BLM fire suppression organization normally within a support organization servicing a wide area. The position is responsible for gathering, preparing reports and draft narrative information, and disseminating current fire status and related fire intelligence information on an interagency basis for the unit.

It has been determined that prior wildfire firefighting experience is required to satisfactorily carry out the duties of the position.

DUTIES

Receives Daily Fire Situation Reports from other offices and consolidates reports into a unit report. Transmits copies of final report to other offices for their information.

Obtains updated fire intelligence and consolidates information into a fire update report on fire activity to keep the fire staff up-to-date.

Notifies management when events of extreme importance occur such as: loss of life, threat to or loss of dwellings, a major blow-up or fire storm, non-fire emergency involving extensive property loss or loss of life.

Assists with fire briefings. Provides maps depicting areas of fire occurrence. Assists in providing input information for fire behavior forecasts and resource reports indicating crews, equipment, aircraft and supplies committed to fire activity from information obtained from unit reports.

Plots the location of fires on maps.

Compiles from identified sources and posts statistical data to existing reports/computer programs.

Operates various communications equipment. Inputs information into fire computer systems for use in computerized reports.

FACTORS

Factor 1, Knowledge Required by the Position

Knowledge of fire control methods, tactics, and procedures gained through assignments in fire suppression, presuppression and prevention activities is required. Prior wildfire line firefighting experience is required.

Ability to interpret specific and draft narrative presentations based upon a fire suppression background is required.

Knowledge of wildland fire dispatching guidelines, methods and procedures.

Knowledge of fire behavior, fire weather, and BLM computer fire information systems.

General knowledge of other Federal, State and local wildfire organizations and firefighting practices.

Ability to communicate orally and in writing.

General knowledge of BLM public information policies and procedures.

Ability to operate common fire dispatch equipment.

Ability to interpret quadrangle and topographic maps and to plot legal descriptions on maps.

Factor 2, Supervisory Controls

Works as an assistant to the supervisor. The employee is responsible for performing the routine maintenance of report data and data assimilation duties independently. In specific assignments to gather data and draft narrative statements the employee plans, coordinates, and carries out work assignments on own initiative in accordance with office policies, procedures, and precedent reports/briefings. Employee informs supervisor of problems encountered and receives assistance with the resolution of those problems.

Factor 3, Guidelines

Guidelines include Interagency National Mobilization Guides, BLM and Forest Service fire manuals and directives, office policies and procedures, unit dispatch guide, and established policies and procedures. The guidelines are available and generally fit the specific situations encountered. The supervisor provides additional guidance and assistance with projects of an unusual nature.

Factor 4, Complexity

The complexity of the work varies with a wide range of variables which include: current fire situation (complex or single or multiple fires), size of fire (acreage, class, project or campaign), fire status (uncontrolled, contained, controlled, estimated containment or control), fire organization, resources committed (manpower, aircraft, equipment and supplies), value-at-risk (short or long range, watershed, dwellings, loss or threat to life), fire behavior (major blow-up or fire storm, one and five day fire behavior prediction), and other factors. Much of the information available imparted in news briefings and reports is highly technical and must be adapted to meet the level of the intended audience. The employee gathers data and prepares draft narrative statements based upon the identified intent of the assignment.

Factor 5, Scope and Effect

The purpose of the position is to plan, gather, assemble, and disseminate fire information on a planned basis. Timely and accurate distribution of fire intelligence information influences unit's ability to accurately assess fire situation and availability of resources in projecting suppression needs of numerous fire suppression organizations.

Factor 6, Personal Contacts

Personal contacts occur primarily with coworkers and others involved in the receipt and dissemination of fire intelligence information, or occur in

conjunction with the supervisor.

Factor 7, Purpose of Contacts

The personal contacts are for the purpose of obtaining facts and disseminating information.

Factor 8, Physical Demands

The work is sedentary in nature but requires periods of intense concentration, working at top speed, with extreme pressure to collect accurate and timely information and assemble the data into reports and draft narrative statements to meet deadlines.

Factor 9, Work Environment

The work is performed in an office setting.